		DOR 6.196
DORN SCHUFFMAN, DEPARTMENT DIRECTOR				
CHAPTER Human Resources	SUBCHAPTER Personnel Administration	EFFECTIVE DATE 9/1/2004	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Disaster Leave		AUTHORITY 1 CSR 20-5.020(5)	HISTORY See Below	
PERSON RESPONSIBLE Disaster Preparedness			SUNSET DATE 7/1/2008	

PURPOSE: The intent of this policy is to prescribe procedures for granting leave for disaster relief in support of the Memorandum of Understanding between the American Red Cross and the Department of Mental Health.

APPLICATION: Applies to all DMH employees certified as Disaster Services Specialists and Disaster Mental Health Specialists with the American Red Cross.

(1) As used in this DOR, the following terms shall mean:

(A) "Disaster Leave" is the period of time granted an employee for the purpose of participating in an American Red Cross disaster relief operation without loss of pay, time, regular leave, or any other rights or benefits and without effect on performance appraisal summary.

(B) "Disaster Services Specialist" is a person who has completed the required training in a disaster function other than mental health and who is certified as such by the American Red Cross.

(C) "Disaster Mental Health Specialist" is a person who has completed the required training specifically in the mental health function of the American Red Cross and who has been certified as such by the American Red Cross.

(D) "Appointing authority" is the head of facility or designee. For those employees who do not work in a facility, the appointing authority is the division director. Unless that authority is designated, the head of facility will be the appropriate person to sign the State Volunteer Service Agreement for Disaster Operations granting leave to the employee.

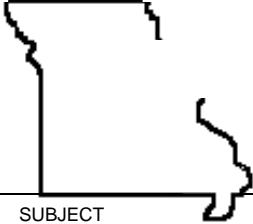

(E) "Agreement" is the State Volunteer Service Agreement Form for Disaster Operations (ARC Form 6520B) which has been approved by the American Red Cross and the Office of Administration, Division of Personnel.

(F) "Disaster Readiness Coordinator" is the individual designated by the Department director as responsible for coordination of DMH disaster preparedness, planning and recovery efforts.

(2) An employee who receives an assignment request from the local Red Cross chapter and is otherwise available for service shall immediately notify their supervisor and the appointing authority that the Red Cross has made a deployment inquiry or request.

(A) The employee whose services are requested is responsible for assuring that all necessary information is provided to their supervisor and the appointing authority for purposes of evaluating the request for disaster leave. As necessary, the Disaster Services Coordinator in Central Office may contact the Red Cross for additional information to assist in the decision-making process.

(B) For an absence to be considered approved, the appointing authority must sign the completed Agreement form(s).

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1. The local Red Cross unit will provide the DR number, the name of the disaster operation, and the location of the operation (including the state).

2. The employee will calculate and enter the number of business leave days, sign and date the Agreement(s) and submit them to the appointing authority for signature. He will leave the original signed Agreement(s) with the appointing authority, retain a copy of the form for his own records, and return the second and third copies to the local Red Cross chapter.

3. The appointing authority will sign and retain the original signed form(s) for agency records.

4. For approved or disapproved requests, the Appointing Authority shall submit copies of the agreement form(s) to the Disaster Readiness Coordinator in Central Office.

(C) Disaster Service Specialists and Disaster Mental Health Specialists are expected to be ready to travel within 24 hours of receiving a recruitment call. Appropriate forms must be signed and submitted to the Red Cross prior to departure.

(3) Each employee is subject to a cap of fifteen (15) calendar days for disaster leave per fiscal year.

(A) The number of days is calculated based on the beginning and ending dates listed on the leave agreement(s). A separate agreement should be signed for every set of consecutive scheduled working days that an employee is away.

(B) Days that are scheduled as "off days" for the employee, including holidays, should not be included in the agreement(s).

(C) Once the agreement(s) is submitted to the Office of Administration by the American Red Cross, it cannot be changed.

(D) With pre-approval by the appointing authority, other absences beyond the fifteen (15) calendar day cap for service for the Red Cross may be charged to accrued annual leave, compensatory time, holiday leave, or leave of absence without pay.

(E) The Disaster Readiness Coordinator will collect and compile reports of disaster leave time granted by the department.

(4) The appointing authority should consider many factors in granting leave to qualified employees including but not limited to:

(A) Impact of the employee's absence on client or patient care.

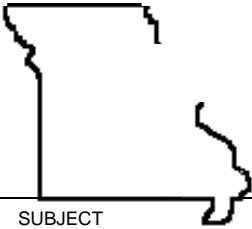
(B) Impact of employee's absence on workload distribution.

(C) Impact of employee's absence on timely completion of assigned work including court testimony, court-ordered evaluations, and other functions required by statute, regulation, or accreditation.

(D) When evaluating multiple requests, priority shall be given to those who are Disaster Mental Health Specialists.

(5) The Department of Mental Health reserves the right to deny requests for disaster leave.

(6) An employee may request additional leave time from the supervisor upon return from an assignment in order to recuperate and safely return to the workplace.



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(A) An employee may request one (1) day of administrative leave for every five to seven (5 to 7) days deployed.

(B) The final determination for granting that leave rests with the employee's supervisor in consultation with the appointing authority and Human Resources. The decision should be based on factors such as those described in Section (4).

(C) The Department of Mental Health reserves the right to deny requests for administrative leave.

(D) This leave does not count towards the disaster leave time taken.

(7) This policy does not apply to leave granted for attending disaster training with the Red Cross or conducting training for the Red Cross. Requests for leave for training are subject to established facility policies and procedures governing such requests.

(8) This policy does not apply to leave granted for disaster response and recovery efforts that are covered by an Executive Order from the Governor or from an in-state response effort initiated by the Department Director.

(9) At least annually, the Disaster Readiness Coordinator will review compiled records of disaster leave taken. The review may include analysis of the hours for each individual, facility or region and may include contact with appointing authorities at facilities granting leave for feedback regarding this policy and its impact on staffing and services.

History: Original DOR effective February 1, 1999. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. Amendment effective September 9, 2004.